

# **CM/ECF Training Waiver**

## **Requirements for Login and Password**

### **For Attorneys Trained and Certified in Other Districts**

Thank you for your interest in our Case Management/Electronic Case Files System (CM/ECF). CM/ECF allows you to file most documents electronically through our case management database. To receive a login and password you will need to read our court's Administrative Procedures for Electronic Filing found on our website. The **Attorney/Trustee Online Manual** will assist you in preparing your **Motions** and other documents for electronic filing and explain how to submit **Orders via E-mail**. It is important to note that our District may do things differently than other CM/ECF Districts. Before you file any document with our court you should always follow the instructions in the Attorney Online Manual, because we may have updated the procedures. After you receive your login and password, the short exercises outlined below must be successfully completed in the CM/ECF Training DataBase.

Below are short descriptions of the required review modules. Use the description, the court's website, and the Attorney Online Manual to review each module. When your exercises are complete, e-mail Debi Anderson at [Debi\\_Anderson@okeb.uscourts.gov](mailto:Debi_Anderson@okeb.uscourts.gov) or Wanda Been at [Wanda\\_Been@okeb.uscourts.gov](mailto:Wanda_Been@okeb.uscourts.gov) for review. This will create a docket sheet for the case. Once the review is done you will be given access to our live system.

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#### **Introduction to your Resources**

Please maneuver around in the court's website to get familiar with the Resources you can access to assist you with questions and/or problems that may occur.

To access our court's website you must type [www.okeb.uscourts.gov](http://www.okeb.uscourts.gov) in Internet Explorer or Netscape.

You can locate the Attorney Online Manual through our court website at ([www.okeb.uscourts.gov](http://www.okeb.uscourts.gov)) click on CM/ECF then click on Attorney Online Manual. This will link you to the Attorney Online Manual. When the window appears it should open to 1/3 the window size. If your browser does not size the manual properly, you can easily *click and drag* to the appropriate size. This enables you to work with the manual and CM/ECF at the same time.

Looking at the manual's homepage you will note four sections divided by a gold bar. The sections are in the order of use with the more frequently used topics listed first.

## **Topic of interest to new filers: “Before You File”**

After selecting “**Before You File**” select “**Print to PDF**”.

The “Before You File” main topic is **PDF files**. This section reveals the procedure for printing documents to PDF. All attachments must be in PDF for filing in the CM/ECF system. Using the Print to PDF procedure, print pleadings into a PDF file and save on your hard drive for future use.

**NOTE: Sign pleadings requiring your signature before printing to PDF (e.g. s/John Smith).** Unlike some other districts, in the Eastern District of Oklahoma all pleadings requiring your signature must have an s/ and your name or they are considered not signed.

## **“File Documents” heading:**

In the “File Documents” section of the manual you will see step-by-step procedures. Each procedure corresponds to a document event in the Document Event Directory. Locate the procedure for Motion for Relief from Stay. Click on **M** for **M**otion for Relief from Automatic Stay. The **M** Index page will appear. Locate the Motion for Relief from Automatic Stay hyperlink.

## **EXERCISES Training CM/ECF Database**

Use the training CM/ECF database to file documents and open cases using the following training login and password to file the documents. No other login and password will work.

Login:\_\_\_\_\_

Password:\_\_\_\_\_

File a Test Motion for Relief from Automatic Stay.

File a Test Proposed E-Order re: Relief From Stay.

File a Test Notice of Motion for Relief From Stay.

File a Test Certificate of Mailing re: Relief From Stay.

Open a Test Bankruptcy Case if you are a Debtor Attorney

Open a Test Adversary Proceeding if you are a Creditor Attorney

File a Test Proof of Claim

All items must be completed as indicated. Please e-mail one of the trainers below. If you have any questions or need assistance please contact Debi and/or Wanda.

Debi Anderson 918-758-0126 ext 228

[Debi\\_Anderson@okeb.uscourts.gov](mailto:Debi_Anderson@okeb.uscourts.gov)

Wanda Been 918-758-0126 ext 235

[Wanda\\_Been@okeb.uscourts.gov](mailto:Wanda_Been@okeb.uscourts.gov)